REQUEST FOR RECIPROCATION FORM
MISSISSPPI STATE BOARD OF CONTRACTORS RECIPROCAL AGREEMENT
INSTRUCTIONS FOR SUBMISSION
(Please read all instructions carefully in order to process your request in a timely manner.)

In order to have your request for reciprocation considered, you **must** do the following:

- Have met the requirements outlined in agreement entered into between the Mississippi State Board of Contractors & the Alabama Plumbers and Gas Fitters Examining Board (requirements listed below)
- Submit the attached "Request for Reciprocation – Mississippi State Board of Contractors"
- Submit the attached "Declaration of U.S. Citizenship or Lawful Presence of an Alien" along with one of the requested documents from the second page of this form
- Submit license verification from the Mississippi State Board of Contractors that includes the following information:
    - Name
    - Last 4 digits of your SSN
    - License Type
    - License Status
    - License Issue Date
    - Any disciplinary actions against you
- Submit an "Application for Examination – Out of State" for the required Business Law exam along with payment of the $100 nonrefundable exam fee. Upon approval of your Request for Reciprocation, you will receive notification from Prov to schedule your exam.
- Upon approved reciprocation and successful completion of the Business Law exam, submit the "Initial Application for Certificate - Master" along with your score sheet from the Business Law exam, the $50.00 Initial Application Fee per certification, and the $175.00 Master Certification fee per certification.
- Optional: If you are planning to own or operate a plumbing and/or gas fitting business in Alabama, this business is required to be registered with the Plumbers & Gas Fitters Board. You will need to also complete the "Business Registration Form" that is included at the back of this packet and submit it along with payment for the $25 new business registration fee.

Note: Failure to complete any of these required steps may result in your request not being considered or consideration being delayed.

Requirements outlined in Agreement with Mississippi State Board of Contractors:
The Alabama Plumbers & Gas Fitters Examining Board agrees to waive the normally required written examination and any mandatory waiting period and issue an Alabama license to any applicant:

(a) whose Mississippi license was issued on the basis of the applicant's qualifying party having taken and passed the normally required written examination administered by The Mississippi State Board of Contractors, and who holds a current active license issued by the Mississippi State Board of Contractors; and

(b) who did not obtain a Mississippi license through any reciprocity or exam waiver agreement between the Mississippi State Board of Contractors and any other state; and

(c) who holds a Master Mechanical or Commercial Plumbing license with The Mississippi State Board of Contractors and for the past year has not been penalized by that Board for violations of the law and/or regulations; and

(d) who submits proper license verification from The Mississippi State Board of Contractors for credit in Alabama; and

(e) who successfully passes the Alabama business and legal requirements exam; and

(f) who meets all other requirements of the Alabama Plumbers & Gas Fitters Examining Board for the issuance of a license.

ALABAMA PLUMBERS AND GAS FITTERS EXAMINING BOARD
216 AQUARIUS DR., SUITE 319
HOMEWOOD, AL 35209
PHONE: 205-945-4857
FAX: 205-945-0273
STAFF@PGFB.ALABAMA.GOV

Request for Reciprocation
Mississippi State Board of Contractors

NOTE: Please print or type and provide all requested information. A home address MUST be provided even if you receive your mail at a different address. **Attach or enclose the required "Application for Examination – Out of State" for the business law exam, payment of the $100.00 nonrefundable business law exam fee, and required letter from the Mississippi State Board of Contractors.**

I am applying for certification as a (select all that apply):

_____ Master Plumber (requires Mississippi Unlimited Plumbing Contractor License)
_____ Master Gas Fitter (requires Mississippi Unlimited Mechanical Contractor License)

Name:_____ Social Security #:_____

Home Address:_____ County:_____

City:_____State:_____Zip Code:_____

Mailing Address:_____ County:_____

City:_____State:_____Zip Code:_____

Phone:_____ E-mail:_____

****If you have more than one employer, please fill out & attach additional update form(s). Note: You can only be principal master for one business per each master certification you hold. If you are registering as a principal master for a business, a "Business Registration Form" will need to be completed to update the principal master on record for the business. If you are registering a new business with the Board, you must submit a "Business Registration Form" in order to properly register your business with the Board. ****

Employer:_____

Employer's Address:_____

City:_____ State:_____ Zip Code:_____

Employer's Phone:_____ Employer's E-mail:_____

By my signature below, I indicate that I have read all the laws and rules governing the Alabama Plumbers and Gas Fitters Examining Board and understand that failure to comply with the law and rules may result in disciplinary action, up to and including suspension and/or revocation of my certification.

Signature:_____ **Date:**_____

Revised 10/2026

STATE OF ALABAMA
PLUMBERS & GAS FITTERS
EXAMINING BOARD

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Kay Ivey
Governor

James M. Morgan
Executive Director

Declaration of U.S. Citizenship or Lawful Presence of an Alien

With certain exceptions, *Code of Alabama § 31-13-7* prohibits aliens unlawfully present in the United States from receiving state or local benefits. Every U.S. citizen applying for a state or local public benefit must sign a Declaration of Citizenship, and the lawful presence of an alien in the U.S. must be verified by the Federal Government pursuant to 8 U.S.C. §§ 1373©, 1621, and 1625.

Code of Alabama § 31-13-7(i) The verification that an alien seeking state or local public benefits is an alien lawfully present in the United States shall be made through the Systematic Alien Verification for Entitlements (SAVE) program, operated by the United States Department of Homeland Security. If for any reason the verification of an alien's lawful presence through the SAVE program is delayed or inconclusive, the alien shall be eligible for state or local public benefits in the interim period if the alien signs an declaration that he or she is an alien lawfully present in the United States. The penalties under subsection (h) shall apply to any false, fictitious, or fraudulent statement or representation made in a declaration.

Section I – Applicant Information

Name (Print or type) _____
(Last) (First) (M.I.)

Social Security Number: XXX-XX-_____

Section II – U.S. Citizenship or National Status

Are you a citizen or national of the United States? (Check one) ☐ Yes ☐ No

If you checked **YES, skip Section III, complete Section IV, and provide one of the documents listed on the reverse side as evidence of United States citizenship.**

If you check **NO,** complete Section III.

Section III – ALIEN Status

If not a citizen or nation of the United States, are you lawfully present in the United States? ☐ Yes ☐ No

Section IV – Declaration

I declare under penalty of perjury under the laws of the State of Alabama that the answers I have provided are true and correct to the best of my knowledge.

_____ _____ ____/____/_____
Print Name Signature Date

PROOF OF CITIZENSHIP

Code of Alabama 1975, Section 31-1329(g)
From Act 2012-491

1. A driver's license or nondriver's identification card issued by the Alabama Department of Public Safety or the equivalent governmental agency of another state within the United States, provided that the governmental agency of another state within the United States requires proof of lawful presence in the United States as a condition of issuance of the driver's license or nondriver's identification card.

2. A birth certificate indicating birth in the United States or one of its territories.

3. Pertinent pages of a United States valid or expired passport identifying the person and the person's passport number, or the person's United States passport.

4. United States naturalization documents of the number of the certificate of naturalization.

5. Other documents or methods of proof of United States citizenship issued by the federal government pursuant to the Immigration and Nationality Act of 1952, as amended.

6. Bureau of Indian Affairs card number, tribal treaty card number, or tribal enrollment number.

7. A consular report of birth abroad of a citizen of the United States of America.

8. A certificate of citizenship issued by the United States Citizenship and Immigration Services.

9. A certification of report of birth issued by the United States Department of State.

10. An American Indian card, with KIC classification, issued by the United States Department of Homeland Security.

11. Final adoption decree showing the person's name and United States birthplace.

12. An official United States military record of service showing the applicant's place of birth in the United States.

13. An extract from a United States hospital record of birth created at the time of the person's birth indicating the place of birth in the United States.

14. AL-verity.

15. A valid Uniformed Services Privileges and Identification Card.

16. Any other form of identification that the Alabama Department of Revenue authorizes, through an administrative rule promulgated pursuant to the Alabama Administrative Procedure Act, to be used to demonstrate or confirm a person's United States citizenship or lawful presence in the United States, provided that the identification requires proof of lawful presence in the United States as a condition of issuance.

PROOF OF LAWFUL PRESENCE OF NON-CITIZEN

Code of Alabama 1975, Section 31-13-(10) [LawDesk]

1. A valid, unexpired Alabama driver's license.

2. A valid, unexpired Alabama nondriver's identification card.

3. A valid tribal enrollment card or other form of tribal identification bearing a photograph or other biometric identifier.

4. Any valid United States federal or state government issued identification document bearing a photograph or other biometric identifier, if issued by an entity that requires proof of lawful presence in the United States before issuance.

5. A foreign passport with an unexpired United States Visa and a corresponding stamp or notation by the United States Department of Homeland Security indicating the bearer's admission to the United States.

6. A foreign passport issued by a visa waiver country with the corresponding entry stamp and unexpired duration of stay annotation or an I-94W form by the United States Department of Homeland Security indicating the bearer's admission to the United States.

ALABAMA PLUMBERS AND GAS FITTERS EXAMINING BOARD
216 AQUARIUS DR., SUITE 319
HOMEWOOD, AL 35209
PHONE: 205-945-4857
FAX: 205-945-9915
STAFF@PGFB.ALABAMA.GOV

APPLICATION FOR EXAMINATION (Out-of-State)
This form is ONLY for those who hold a license/certificate in another state who wish to be certified in Alabama.

A copy of current license/certificate from current state MUST be attached to this form. Application for examination is hereby made and the fee is hereby submitted in the form of a CHECK, MONEY ORDER, or CREDIT CARD AUTHORIZATION FORM. **Once exam application is processed, you will receive an Exam Eligibility Notification concerning scheduling your exam. Failure to appear at scheduled exam will result in forfeiture of fee.** NOTE: Please print or type and provide all requested information. A home address MUST be provided even if you receive your mail at a different address.

Name:_____ Social Security #:_____

Are you a U.S. Citizen? Yes_____ No_____
Please complete and attach Proof of Citizenship or Lawful Presence of Non-Citizen Form.

Home Address:_____ County:_____

City:_____ State:_____ Zip Code:_____

Mailing Address:_____ County:_____

City:_____ State:_____ Zip Code:_____

Phone:_____ E-mail:_____

Employer:_____

Principal Master Name:_____ Current Certification No.:_____

Employer's Address:_____

City:_____ State:_____ Zip Code:_____

Employer's Phone:_____ Employer's E-mail:_____

Check desired exam below:

[ ] Master Plumber	[ ] Master Gas Fitter	**Requires non-refundable fee of $160**
[ ] Journeyman Plumber	[ ] Journeyman Gas Fitter	**Requires non-refundable fee of $110**

Effective January 1, 2026, all MASTER level applicants only are required to complete both the either the plumbing or gas fitting exam AND the business law exam to obtain certification.

[ ] Business Law **Requires non-refundable fee of $100**

Applicant's Signature:_____ **Date:**_____

Revised 01/2026

Kay Ivey
Governor

STATE OF ALABAMA
PLUMBERS & GAS FITTERS
EXAMINING BOARD

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James M. Morgan
Executive Director

EXAMINATIONS

Proctor: Prov

Exam Scheduling: Upon eligibility, exams can be scheduled by calling Prov at 866-720-7768 or by going online to https://www.provexam.com/schedule. Link and web address can be found in attached exam bulletin.

Exam Results: Receive results the same day

Exam Format: Computerized Testing (Open Book with materials listed in attached exam bulletin)

Exam Locations: Exams are given weekly in various locations throughout the state. Virtual and out-of-state examination sites may also be available.

Effective January 1, 2026, in order to obtain a master level certification, you must both successfully complete the Master Plumber or Gas Fitter written exam and successfully complete a Business Law written exam to obtain a Master level certification. Reference materials for both exams are listed in the attached exam bulletin highlighted on pages 3, 5, & 6. You cannot be issued a master certification without successful completion of both exams. See next page for further information.

Reminder:
When you pass an examination, you have ninety (90) calendar days to obtain your certification from the date you pass your examination. If you do not obtain your certification within ninety (90) calendar days of the date you pass our examination, you will have to re-test. For master level certification, this will be from the date you successfully complete BOTH required exams.

STATE OF ALABAMA
PLUMBERS & GAS FITTERS
EXAMINING BOARD

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Kay Ivey
Governor

James M. Morgan
Executive Director

EXAMINATIONS
Master Plumber or Master Gas Fitter certifications ONLY
(Does not apply to Journeyman level certifications)
Guidelines for Business Law examination effective January 1, 2026

- If you were certified as a Master Plumber before January 1, 2026, and wish to obtain your Master Gas Fitter January 1, 2026, or later, you WILL have to successfully complete the business law exam in addition to the written Master Gas Fitter exam.
- If you were certified as a Master Gas Fitter before January 1, 2026, and wish to obtain your Master Plumber January 1, 2026, or later, you WILL have to successfully complete the business law exam in addition to the written Master Plumber Exam.
- If you currently hold a Journeyman level certification and wish to test Master Plumber AND Master Gas Fitter after January 1, 2026, you will only be required to successfully complete the business law exam for the first of the two master level certifications you obtain.
    - Example: If you are a Journeyman Plumber/Gas Fitter and you wish to test Master Plumber first, you would need to successfully complete the business law exam along with the written Master Plumber exam to obtain your Master Plumber certification. In the future, if you wished to obtain your Master Gas Fitter after successfully obtaining your Master Plumber, you would not have to complete the business law exam a second time for your Master Gas Fitter.
- If you pass either examination and fail the other one, you only will have to re-apply and re-take the one exam you failed.
    - Example: If you pass the written Master Plumber examination and fail the Business Law exam, you would submit an exam application and exam fee to retake the Business Law exam only.

Links to additional reference materials for Business Law exam:

NASCLA Contractors Guide to Business, Law and Project Management, 14th Edition

- NASCLA Website: https://store.nascla.org/products/basic-14th-edition
- Prov Bookstore: https://provexam.com/bookstore/nascla-contractors-guide-to-business-law-and-project-management-14th-edition/

Alabama Supplement to the Contractors Guide to Business, Law and Project Management

- Prov Bookstore: https://provexam.com/bookstore/alabama-electrical-contractors-supplement-to-the-contractors-guide/

State of Alabama
Plumbers & Gas Fitters Examining Board
Candidate Information Bulletin

Frequently Asked Questions

1. **How do I register to test?** To schedule for testing, go to https://www.provexam.com/register. You may also call us at 866-720-7768. Click here for more information about registering.

2. **Where can I test?** You may test at any one of Prov's testing centers. Click here for a current list and directions to each of our Alabama testing centers.

3. **How much does it cost?** You pay your exam fee to the State, so there is no fee to pay Prov for testing.

4. **What books can I take into the test?** Your test is open book. Refer to the exam description to find the books that are permitted. Do not miss the opportunity to bring **more** than the code book into the test.

5. **When do I get my test results?** Prov's scoring system will grade your exam immediately upon completion of your test and will automatically forward the results to the state board. The Board will mail you your score.

6. **Are there any study aids?** Yes, in our bookstore we sell practice examinations to help you prepare for your test.

7. **What is on the test**? Click here for information about the available examinations.

More Questions

Please read through this bulletin completely for answers to your questions. If you still have unanswered questions, you may contact us at the following:

For Licensing Questions –
Alabama PGFB
216 Aquarius Drive
Suite 319
Homewood, AL 35209
Phone: (205) 945-4857
Fax: (205) 945-9915
www.pgfb.alabama.gov

For Testing Questions -
Prov Inc.
200 W. Civic Center Dr.
Suite 160
Sandy, UT 84070
Toll Free: (866) 720-7768
www.provexam.com
Office Hours: 8:00am to 12:00am EST

General Testing Information

The Alabama Plumbers & Gas Fitters Examining Board has contracted with Prov, Inc. to develop and administer their licensing examination program for state licensed Plumbing and Gas Fitting Contractors. This bulletin has been developed to help explain the rules and processes you will need to undertake to complete the testing requirement for your Alabama Plumbers and Gas Fitters Examining Board licenses.

Alabama law requires that each individual who is engaged in Plumbing and Gas Fitting to be licensed. To become licensed, an individual must first complete the appropriate application with the Alabama Board of Plumbers and Gas Fitters Examining Board. Once you have been approved for testing, the Board will notify you that you are eligible to contact Prov to schedule your examination.

Prov is not authorized to make the determination of which examination(s) candidates must take. If a candidate is unsure which exam is needed for the license being sought, resolve this question before scheduling. If candidates have questions regarding which exam(s) to take, they must call the Alabama Board of Plumbers and Gas Fitters Examining Board at **(205) 945-4857.**

The following is a list of the examinations administered by Prov for licensing through the State of Alabama PGFB Examining Board. All exams are open book and are timed. Detailed information about exam content, duration and reference materials can be found in the Exam Descriptions section of this document.

- Business and Law
- Journeyman Gasfitter
- Journeyman Gasfitter (Spanish)
- Journeyman Plumber
- Journeyman Plumber (Spanish)
- Master Gasfitter
- Master Gasfitter (Spanish)
- Master Plumber
- Master Plumber (Spanish)
- Journeyman Plumber
- Journeyman Gas Fitter
- Master Gas Fitter
- Master Plumber

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State of Alabama
Plumbers & Gas Fitters Examining Board
Candidate Information Bulletin

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Testing with Prov

Your exam will be administered by computer at one of Prov's testing centers. Prov's testing system is easy to use and requires no specific computer experience to take the test.

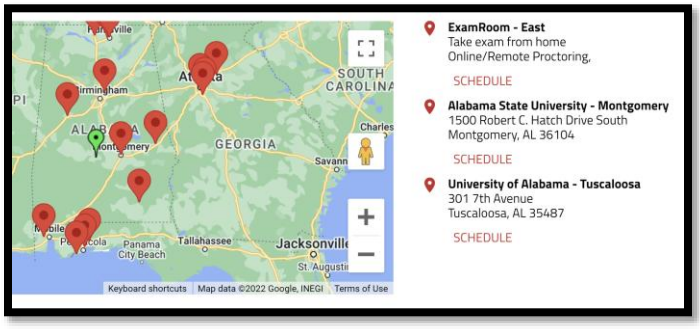
The following link will take you to a short video that demonstrates Prov's testing system: https://youtu.be/h3T9svnIdLY.

Where to Take Your Exam

Prov has established twenty (20) testing centers within Alabama where candidates can take their examinations. These testing centers are located in Athens, Auburn, Bay Minette, Birmingham (4), Daleville, Decatur, Enterprise, Hanceville, Huntsville (2), Jacksonville, Montgomery (2), Phenix City, Sheffield, Thomasville, and Tuscaloosa. Site addresses, testing availability, and drive directions are provided at the end of this bulletin.

How to Schedule Online

1. To schedule online, navigate to the following URL: https://www.provexam.com/schedule
2. Enter your Email and your Last Name. Then, select the **Retrieve Details** button.
3. On the Welcome Screen, you will schedule a Date, Time, and Location for your exam by selecting the link labeled:
   Find suitable time and venue
4. The scheduling system will display a map to graphically show where the different testing centers are located. Select a testing center from the list of centers to the right of the map.



5. Select the SCHEDULE link to check the calendar for the testing center.
6. Select a test **date** and **time** from the calendar that matches your schedule.
7. Confirm your selected date and time and select **Add to Cart**.

8. Proceed to payment. If you have provided an email address, the invoice for your exam payment will be automatically emailed to you.

If you have any problems with online scheduling, give us a call at (866) 720-7768.

Scheduling by Phone

To schedule for an examination by phone, candidates should contact Prov toll free at 866-720-7768. Prov scheduling staff is available from 8:00 am through 12:00 am ET, Monday through Friday.

Candidates should be prepared to provide the Prov scheduling staff with their name, Prov Candidate ID and their zip code. Once Prov confirms the candidate's identity, Prov staff will search the database for the next available testing session at the candidate's preferred testing location and will provide candidates with alternate locations that may be in close proximity to their address.

Once candidates are scheduled, Prov staff will email them information regarding their testing schedule.

Cancel/Rescheduling Policy

If you need to change or cancel their testing appointment, you must contact Prov at least **three (3) business days** prior to your scheduled test date. Rescheduling is free if Prov is notified by the deadline. If you fail to appear for their test or fail to cancel or reschedule your testing session by the close of business three days prior to their scheduled test date, you will forfeit your exam fees.

Preparing for Your Exams

The licensing examination that you will take has been designed to test what qualified Plumbing or Gas Fitting individuals should know as they work in the field. The test questions used on the examinations have been prepared and reviewed by a panel of qualified individuals and cover the wide range of topics individuals would normally encounter in either Plumbing or Gas Fitting should know as they work in the field during regular work operations.

Prov recommends that you prepare for your exam by familiarizing yourself with the subject areas listed in each exam description. Additionally, familiarize yourself with the reference materials that are allowed during the examination. The more time you spend outside of the testing room studying, the less time you will need to spend in the testing room trying to locate information. You are encouraged to prepare your test materials by highlighting text or placing permanent tabs on important pages.

Exam Descriptions

Below are listed the different tests you may be qualified to take for your license. Prepare for your test by reviewing the content below. Additionally, your exam is Open Book, meaning you may use all of the books listed below each exam description while you take your test.

Business and Law

Number of Questions	**40**
Time allowed (hours)	**2**

Subject Area	**# Quest.**
Business Organization	3
Contracts	4
Estimating	4
Financial Management	4
Labor Laws	2
Licensing Laws	5
Lien Laws	1
Project Management	3
Risk Management	3
Safety and Environmental	2
Board Rules	7
Payroll and Employment Taxes	2

References

- **NASCLA Contractors Guide to Business, Law and Project Management**, 14th. NASCLA, 23309 N. 17th Drive, Building 1, Unit 110, Phoenix, AZ 85027.
- **2022 Code of Alabama, Title 34, Chapter 37, Plumbers and Gas Fitters**. Alabama Plumbers and Gasfillters Examining Board, 216 Aquarius Dr., Suite 319, Homewood, AL 35209.
- **Administrative Code Chapter 720**, 2018. Alabama Plumbers andd Gas Fitters Examining Board, 216 Aquarius Dr., Suite 319, Homewood, AL 35209. http://pgfb.alabama.gov/pdfs/2022/RulesLegislature.pdf
- **Ala. Supplement to the Contractors Guide to Business, Law and Project Management**, 2014. Prov Bookstore, 200 W. Civic Center Drive, Suite 160, Sandy, UT 84070.

Journeyman Gasfitter

Number of Questions	**40**
Time allowed (hours)	**1.67**

Subject Area	**# Quest.**
General Knowledge	11

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Sizing and Design	10
Hydronic Heating	2
System Installation	12
Alabama Plumbing and Gas Law	5

References

- **2022 Code of Alabama, Title 34, Chapter 37, Plumbers and Gas Fitters.** Alabama Plumbers and Gasfillters Examining Board, 216 Aquarius Dr., Suite 319, Homewood, AL 35209.
- **Administrative Code Chapter 720,** 2018. Alabama Plumbers andd Gas Fitters Examining Board, 216 Aquarius Dr., Suite 319, Homewood, AL 35209. http://pgfb.alabama.gov/pdfs/2022/RulesLegislature.pdf
- **International Fuel Gas Code,** 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478.
- **International Plumbing Code 2021,** 2021. ISBN: 978-1609839628. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478.
- **Mathematics for Plumbers and Pipefitters,** 8th edition. ISBN: 978-1-111-64260-0. Delmar/Thomson, P.O. Box 6904, Florence, KY 41022. Available at http://www.cengage.com/us/
- **Modern Plumbing,** 8th Edition. ISBN: 978-1-61960-863-4. Goodheart-Wilcox Company, Inc., 18604 West Creek Dr., Tinley Park, IL 60477-6243. http://www.g-w.com/modern-plumbing-2015

Journeyman Gasfitter (Spanish)

Number of Questions	**40**
Time allowed (hours)	**1.67**

Subject Area	**# Quest.**
General Knowledge	11
Sizing and Design	10
Hydronic Heating	2
System Installation	12
Alabama Plumbing and Gas Law	5

References

- **2022 Code of Alabama, Title 34, Chapter 37, Plumbers and Gas Fitters.** Alabama Plumbers and Gasfillters Examining Board, 216 Aquarius Dr., Suite 319, Homewood, AL 35209.
- **Administrative Code Chapter 720,** 2018. Alabama Plumbers andd Gas Fitters Examining Board, 216 Aquarius Dr., Suite 319, Homewood, AL 35209. http://pgfb.alabama.gov/pdfs/2022/RulesLegislature.pdf
- **International Fuel Gas Code,** 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478.
- **International Plumbing Code 2021,** 2021. ISBN: 978-1609839628. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478.
- **Mathematics for Plumbers and Pipefitters,** 8th edition. ISBN: 978-1-111-64260-0. Delmar/Thomson, P.O. Box 6904, Florence, KY 41022. Available at http://www.cengage.com/us/
- **Modern Plumbing,** 8th Edition. ISBN: 978-1-61960-863-4. Goodheart-Wilcox Company, Inc., 18604 West Creek Dr., Tinley Park, IL 60477-6243. http://www.g-w.com/modern-plumbing-2015

Journeyman Plumber

Number of Questions	**75**
Time allowed (hours)	**2.92**

Subject Area	**# Quest.**
General Knowledge	10
Drawings and Plan Reading	5
Trade Math	6
Tools	5
Sizing and Design	9
Fixtures and Fittings	6
Drain Waste and Vents	6
Roof Drain Systems	5
System Installation	7
Water Heaters	6
Safety	5
Alabama Plumbing and Gas Law	5

References

- **2022 Code of Alabama, Title 34, Chapter 37, Plumbers and Gas Fitters.** Alabama Plumbers and Gasfillters Examining Board, 216 Aquarius Dr., Suite 319, Homewood, AL 35209.
- **Administrative Code Chapter 720,** 2018. Alabama Plumbers andd Gas Fitters Examining Board, 216 Aquarius Dr., Suite 319, Homewood, AL 35209. http://pgfb.alabama.gov/pdfs/2022/RulesLegislature.pdf
- **International Fuel Gas Code,** 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478.
- **International Plumbing Code 2021,** 2021. ISBN: 978-1609839628. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478.
- **Mathematics for Plumbers and Pipefitters,** 8th edition. ISBN: 978-1-111-64260-0. Delmar/Thomson, P.O. Box 6904, Florence, KY 41022. Available at http://www.cengage.com/us/
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Journeyman Plumber (Spanish)

Number of Questions	**75**
Time allowed (hours)	**2.92**

Subject Area	**# Quest.**
General Knowledge	10
Drawings and Plan Reading	5
Trade Math	6
Tools	5
Sizing and Design	9
Fixtures and Fittings	6
Drain Waste and Vents	6
Roof Drain Systems	5
System Installation	7
Water Heaters	6
Safety	5
Alabama Plumbing and Gas Law	5

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References

- **2022 Code of Alabama, Title 34, Chapter 37, Plumbers and Gas Fitters.** Alabama Plumbers and Gasfillters Examining Board, 216 Aquarius Dr., Suite 319, Homewood, AL 35209.
- **Administrative Code Chapter 720,** 2018. Alabama Plumbers andd Gas Fitters Examining Board, 216 Aquarius Dr., Suite 319, Homewood, AL 35209. http://pgfb.alabama.gov/pdfs/2022/RulesLegislature.pdf
- **International Fuel Gas Code,** 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478.
- **International Plumbing Code 2021,** 2021. ISBN: 978-1609839628. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478.
- **Mathematics for Plumbers and Pipefitters,** 8th edition. ISBN: 978-1-111-64260-0. Delmar/Thomson, P.O. Box 6904, Florence, KY 41022. Available at http://www.cengage.com/us/
- **Modern Plumbing,** 8th Edition. ISBN: 978-1-61960-863-4. Goodheart-Wilcox Company, Inc., 18604 West Creek Dr., Tinley Park, IL 60477-6243. http://www.g-w.com/modern-plumbing-2015

Master Gasfitter

Number of Questions **50**
Time allowed (hours) **2.08**

Subject Area	# Quest.
General Knowledge	18
Sizing and Design	14
System Installation	14
Hydronic Heating	4

References

- **2022 Code of Alabama, Title 34, Chapter 37, Plumbers and Gas Fitters.** Alabama Plumbers and Gasfillters Examining Board, 216 Aquarius Dr., Suite 319, Homewood, AL 35209.
- **Administrative Code Chapter 720,** 2018. Alabama Plumbers andd Gas Fitters Examining Board, 216 Aquarius Dr., Suite 319, Homewood, AL 35209. http://pgfb.alabama.gov/pdfs/2022/RulesLegislature.pdf
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- **Modern Plumbing,** 8th Edition. ISBN: 978-1-61960-863-4. Goodheart-Wilcox Company, Inc., 18604 West Creek Dr., Tinley Park, IL 60477-6243. http://www.g-w.com/modern-plumbing-2015

Master Gasfitter (Spanish)

Number of Questions **50**
Time allowed (hours) **2.08**

Subject Area	# Quest.
General Knowledge	15
Sizing and Design	12
System Installation	12
Hydronic Heating	3
Alabama Plumbing and Gas Law	8

References

- **2022 Code of Alabama, Title 34, Chapter 37, Plumbers and Gas Fitters.** Alabama Plumbers and Gasfillters Examining Board, 216 Aquarius Dr., Suite 319, Homewood, AL 35209.
- **Administrative Code Chapter 720,** 2018. Alabama Plumbers andd Gas Fitters Examining Board, 216 Aquarius Dr., Suite 319, Homewood, AL 35209. http://pgfb.alabama.gov/pdfs/2022/RulesLegislature.pdf
- **International Fuel Gas Code,** 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478.
- **International Plumbing Code 2021,** 2021. ISBN: 978-1609839628. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478.
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- **Modern Plumbing,** 8th Edition. ISBN: 978-1-61960-863-4. Goodheart-Wilcox Company, Inc., 18604 West Creek Dr., Tinley Park, IL 60477-6243. http://www.g-w.com/modern-plumbing-2015

Master Plumber

Number of Questions **100**
Time allowed (hours) **4.17**

Subject Area	# Quest.
General Knowledge	15
Drawings and Plan Reading	9
Sizing and Design	16
System Installation	16
Trade Math	7
Tools	5
Water Heaters	9
Roof Drain Systems	6
Fixtures and Fittings	6
Drain Waste and Vents	6
Safety	5

References

- **2022 Code of Alabama, Title 34, Chapter 37, Plumbers and Gas Fitters.** Alabama Plumbers and Gasfillters Examining Board, 216 Aquarius Dr., Suite 319, Homewood, AL 35209.
- **Administrative Code Chapter 720,** 2018. Alabama Plumbers andd Gas Fitters Examining Board, 216 Aquarius Dr., Suite 319, Homewood, AL 35209. http://pgfb.alabama.gov/pdfs/2022/RulesLegislature.pdf
- **International Fuel Gas Code,** 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478.

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- **International Plumbing Code 2021**, 2021. ISBN: 978-1609839628. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478.
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- **Modern Plumbing**, 8th Edition. ISBN: 978-1-61960-863-4. Goodheart-Wilcox Company, Inc., 18604 West Creek Dr., Tinley Park, IL 60477-6243. http://www.g-w.com/modern-plumbing-2015

Master Plumber (Spanish)

Number of Questions	**100**
Time allowed (hours)	**4.17**

Subject Area	**# Quest.**
General Knowledge	15
Drawings and Plan Reading	9
Sizing and Design	16
System Installation	16
Trade Math	7
Tools	5
Water Heaters	9
Roof Drain Systems	6
Fixtures and Fittings	6
Drain Waste and Vents	6
Safety	5

References

- **2022 Code of Alabama, Title 34, Chapter 37, Plumbers and Gas Fitters**. Alabama Plumbers and Gasfillters Examining Board, 216 Aquarius Dr., Suite 319, Homewood, AL 35209.
- **Administrative Code Chapter 720**, 2018. Alabama Plumbers andd Gas Fitters Examining Board, 216 Aquarius Dr., Suite 319, Homewood, AL 35209. http://pgfb.alabama.gov/pdfs/2022/RulesLegislature.pdf
- **International Fuel Gas Code**, 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478.
- **International Plumbing Code 2021**, 2021. ISBN: 978-1609839628. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478.
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- **Modern Plumbing**, 8th Edition. ISBN: 978-1-61960-863-4. Goodheart-Wilcox Company, Inc., 18604 West Creek Dr., Tinley Park, IL 60477-6243. http://www.g-w.com/modern-plumbing-2015

Purchasing Reference Materials & Study Guides

The exams described above are based upon the study references for each exam. We have listed the reference book's ISBN and a website at which candidates can purchase the reference book. Most reference books can also be purchased by phone or online through the following companies. Shipping charges will apply. Brick and mortar locations are indicated, but candidates should call to verify that orders are ready for pickup.

Examination Preparation Course Providers and Book Suppliers.

You will be provided with a list of reference books when you apply for your test. You can also go to our website for this information. Many of the books for your examination are available from Prov using the following information.

- **Prov Bookstore**
  10234 South 2460 East
  Sandy, Utah 84092
  https://provexam.com/bookstore/
  Toll Free: 866-720-7768

If candidates need assistance in ordering any study materials, they may contact Prov at 866-720-7768.
Most reference books can also be purchased by phone or online through the following companies.

Inside Alabama

- **Alabama Power Company (Books & Prep Course)**
  HVAC Training Center
  2388 County Road 93
  Verbena, Alabama 36091
  800-634-0154
  www.alabamapower.com/hvac

- **Btrained (Prep Course)**
  Brian Byrom
  P.O. Box 3404
  Hueytown, AL 35023
  (205) 757-6733
  Btrained2@gmail.com
  www.Btrained.net

- **Lawson State Tech College (Books & Prep Course)**

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Air Conditioning & Refrigeration
U.S. Highway 11 South
Post Office Box 308
Bessemer, Alabama 35021
205-925-2515
205-929-3470
Fax: 205-929-3598
www.lawsonstate.edu

- **NARS Training Systems (Books & Prep Course)**
  Post Office Box 804
  Huntsville, Alabama
  800-722-3072
  256-536-7804
  Fax: 356-536-1525

Outside Alabama

- **@ Home Prep, Inc.**
  900 East Hill Ave., Suite 380
  Knoxville, TN 37915
  800-952-0910
  www.contractor-licensing.com

- **AAA Construction School, Inc.**
  34 Arlington Road South
  Jacksonville, FL 32216
  800-741-7277 or 904-722-9994
  www.aaaconstructionschool.com

- **American Contractors (Books & Prep Course)**
  Exam Services & Book Store
  5000 Linbar Drive, Suite 250
  Nashville, Tennessee 37211
  800-955-7277
  Fax: 615-832-4550
  www.examprep.org

- **Builder's Book Depot**
  1001 East Jefferson Rd., Ste. 5
  Phoenix, AZ 85034
  800-284-3434 or 602-252-4050
  www.buildersbookdepot.com

- **Florida Licenses and Corporation, Inc.**
  1150 NW 72nd Ave., 720
  Miami, FL 33126
  305-446-3442
  www.floridalicensesandcorporations.com

- **International Code Council**
  900 Montclair Rd.
  Birmingham, AL 35213
  800-786-4452
  www.iccsafe.org

- **North American Contractors Association**
  336-540-0149
  www.infonaca.com

Test Day Rules and Procedures

Check-in Deadline

The doors to each testing center will open at least 15 minutes before all scheduled testing appointments in order to check candidates into the testing center. You should plan to arrive early to make sure you are seated by the time the testing begins.

If you arrive late, AND the testing session has already begun, YOU WILL BE TURNED AWAY, will forfeit your exam fees, and will be required to reschedule for a future testing date.

Proof of Identity

Upon arriving at the testing center, you will be required to show a government-issued, photo-bearing identification. The photo-bearing ID must be current and valid. Forms of valid photo-bearing ID are a driver's license, passport, or military ID.

You will also be required to sign a test center log and will be photographed by the test center staff. If you cannot produce a valid government-issued photo ID, refuse to participate in signing the test center log, or refuse to be photographed, you will be dismissed from the testing center and forfeit all testing fees for that testing session.

If you do not have a photo ID, you may still present a valid State driver's license without a photo, a State ID card without a photo that is issued by the DMV, or a birth certificate.

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Prohibited Items

No cameras, recorders, watches, cell phones or other communication devices are allowed in the testing room. Talking and smoking are not allowed in the testing room.

Approved Items

You may bring the following approved items into the testing center:

- **Calculator**. Only simple 4-function calculators are permitted. PDAs, tablets, cell phones or other special calculators are NOT permitted.
- **Approved References**. (See information above).

Reference Material Rules

All examinations are designed to allow you to use **authorized** references while taking their exams. For a list of what reference materials are authorized for the exams, please refer to the exam description for the candidate's exam. All reference materials will be checked by the Prov test administrator prior to the candidates being permitted access to the testing room.

You should prepare your reference materials using ONLY the following methods.

- Highlighting
- Attaching permanent tabs

Reference materials which do not meet the following guidelines will not be allowed in the testing room. These guidelines are in place to ensure that every candidate is tested fairly and that no candidate has access to unapproved resources.

- Handwritten notes in PEN only are allowed in the margins of a reference book (no calculations).
- Moveable tabs are NEVER permitted in a reference book.
- A reference book CANNOT contain Post-it notes.
- Photocopied documents CANNOT be added to a reference book.
- Photocopied versions of a reference book are NEVER permitted.
- Test preparation study guides are NOT approved references and are NOT permitted in the testing center; this includes practice examinations.

We ask that you leave all unauthorized materials in your car or vehicle. If you are caught using unauthorized materials during testing, these materials will be confiscated, your testing will be terminated with fees forfeited, and the Department will be notified of your dismissal from the exam.

During the testing process you MAY NOT:

- Share reference materials during testing.
- Highlight, underline, mark or write any kind of information in their reference materials during testing.

Visitor Policy

No one other than the candidate will be allowed in the testing room. Non-testing visitors are NOT permitted to wait in the lobby while candidates test.

Unethical Conduct Policy

Any individual caught giving or receiving assistance during or after the examination or caught using unauthorized materials during the examination will be reported directly to the Department. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen.

Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with test questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

Results Reporting

Because the examination process is a requirement for licensure with the State of Alabama, candidates automatically consent to permit Prov to share their test results with the State.

Upon completion of an examination, a candidate's test will be scored and sent to the Alabama Plumbers and Gas Fitters Examining Board.

Prov's scoring system will grade your exam immediately upon completion of your test and you will receive your score report at the testing center. You must achieve a 70% score in order to pass the exam.

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Retesting Policy

Candidate's eligibility is valid for 30 days from the beginning eligibility date. Candidates who fail the exam or who fail to take the exam by the end of their eligibility date must submit a retake form to the Alabama Plumbers and Gas Fitters Examining Board along with an additional examination fee. Please visit the Board's website for more details and a copy of the form.

Candidates cannot retake an exam once they have passed that exam unless required by the State of Alabama.

Reviews & Prov's Accepted Payment Methods

Reviews are intended to help candidates audit their testing results by allowing them to see which questions were missed.

Candidates may request a review of their exam after failing an exam category two (2) times. To be eligible for a review, candidates must score within 10% of the required 70% passing score. The review for all tests is 1-1/2 hours in length. During the review candidates will be provided a printout of the questions they missed and the answers chosen in response to those questions.

The review will be conducted under the same testing conditions as the exam using the same test security rules.

The cost of the review is **$80.00** (includes tax) for each test reviewed. Candidates will request or schedule a review using the same methods described earlier for scheduling.

Review fees are collected by Prov. Payment for exams should be made directly to Prov. Please visit the State of Alabama PFGB Examining Board website for a complete schedule of fees.

Candidates paying for any other services provided by Prov can use the following methods of payment:

- Money Orders
- Cashier's Checks
- Certified Checks
- Credit Cards (Amex, Discover, Master Card, Visa)

No personal or company checks will be accepted and all registrations that include personal or company checks will be returned without processing.

Exam Challenge Process

If during an exam or review, the candidates encounter a question they think is inaccurate or otherwise incorrect, they are encouraged to submit an Exam Comment to Prov detailing why they feel the question is in error.

Candidates testing on computer may make their comments in the testing system. Candidates who are reviewing an exam will automatically be provided with an Exam Comment form. Prov staff will review each comment within two weeks of submittal. Should any comment result in a change to a test question and/or candidate score, Prov will report the change to the State of Alabama PGF Examining Board. The Board will notify the candidate of the score change and issue a new result letter. Detailed answers to questions or comments are not provided for test security purposes.

Hand Score Request

Prov ensures the accuracy of our exam results. Our computer system, is designed to identify and report any potential error in data collected from an exam session. If you would like to have your score reassessed for accuracy, you can request a Hand Score by calling Prov at 1-866-720-7768 and asking for a Hand Score Request Form.

A Hand Score Request form requires a signature and must be mailed to Prov. Forms must be received by Prov no later than ninety (90) days after your examination administration date and must be accompanied by a copy of your original score letter.

Once a Hand Score is received, Prov Staff will process the request within seven (7) to ten (10) business days. During the Hand Score process a staff member will ensure that your answers were properly recorded and scored by comparing the captured answers to the exam key. Upon completion of the Hand Score we will provide a letter by mail to report the outcome of the reassessment.

The cost of the hand score is $25.00 (includes tax).

Prov's Non-Discrimination Statement

Prov provides equal access to its exams and testing programs for all eligible persons. Although individual jurisdictions that Prov represents are wholly responsible

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for determining eligibility of candidates, it is the policy of Prov to maintain an environment free of discrimination and to prohibit discrimination and harassment against any person on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and veteran, marital or family status.

Harassment of Prov program participants, proctors, staff or candidates will not be tolerated. If candidates wish to express concerns about discrimination, they should contact Prov at 866-720-7768 or write to: Prov, Inc., 200 W. Civic Center, Suite 160 Sandy, UT 84070.

Special Accommodations

Prov complies with the Americans with Disabilities Act (ADA) in providing special accommodations for candidates that require additional assistance during the testing process.

If candidates feel that they qualify for a special accommodation during testing, they should contact Prov at (866) 720-7768. Prov will require written documentation from a licensed physician or psychologist documenting the disability and further require a request describing the requested remedy. Prov will then work directly with the candidates to make the accommodations they will need in order to complete their examination.

Testing Site Availability

You may take your exam at any one of Prov's testing centers. Prov has established twenty (20) testing centers within Alabama where candidates can take their examinations.

You can also take your exam at home using Prov's Examroom® service.

What is Examroom?

Examroom is a remote test monitoring service that allows you to take your test on your own computer at your home. You schedule the test the same way you would an in-person testing site; by selecting your preferred test date and time. Then, on test day, you log into the Examroom website and request to start your exam. A test proctor will greet you over your computer, will verify your identity, take your picture, and observe you throughout the testing process.

How to decide whether to use Examroom? **Not every computer system is capable of taking a test on Examroom.** The following are the MINIMUM requirements that your computer system would need to meet in order to qualify to take your test using the Examroom service:

- Operating system on computer needs to be recent (less than 3-4 years old)
- Works on a MAC, PC, or Chromebook
- Need either a Chrome or Firefox browser (Chrome works best)
- Need a functioning computer web-camera and microphone
- Need a good consistent Internet connection capable of **uploading** files in excess of 3 Mbps

Please use the following links to do a system check **before you schedule** your exam to make sure your computer system will allow you to take a test using this system.

https://examroom.ai/systemtest/

When prompted "Permission to access camera and microphone", you must click "Allow".

If your system does not allow you to test at home, don't worry, we have some great testing locations that are not too far away.

Fixed Testing Locations

The sites shown below are fixed locations where you make take your **theory** exam. The asterisk (*) on the chart shows which days of the week the exams are available for scheduling. Note that sites may change as needed. Please refer to the current online scheduling system to find available testing times for each location.

Location	Monday	Tuesday	Wednesday	Thursday	Friday
Athens - ASUA	*	*	*		
Auburn - AU	*	*	*	*	*

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Bay Minette - CACCB	*	*	*	*	*
Birmingham - JATC					*
Birmingham - JSCC	*				
Birmingham - STS	*		*		*
Birmingham - UAB	*	*	*	*	*
Daleville - SECTC	*	*	*	*	*
Decatur - TVTC	*	*	*	*	*
Enterprise - ESCC	*		*		
Hanceville - WSCC			*	*	
Huntsville - CCC	*	*	*	*	
Huntsville - UAH	*		*		
Jacksonville - JSU		*		*	
Montgomery- ALASU	*	*	*	*	*
Montgomery - JATC				*	
Phenix City - CVCC	*	*	*		
Sheffield - NALJATC				*	
Thomasville – CACCT	*	*	*	*	*
Tuscaloosa - UAT					*

TEST SITE LOCATIONS

1. **Athens State University**
   Chasteen Hall
   161 N. Clinton Street, Room 100
   Athens, AL 35611

Directions: The University Testing Center is on the corner of the Clinton and Hobbs St. intersection.

2. **Auburn University**
   Biggio Center Testing Services
   112 S. College Street, Room 238
   Auburn, AL 36849

Directions: For a campus map, visit: https://map.auburn.edu/.

3. **Coastal Alabama Community College - Bay Minette**
   Memorial Hall - Testing Center
   1900 US-31
   Bay Minette, AL 36507

Directions: For a campus map, visit: https://www.coastalalabama.edu/uploads/BayMinetteCampusMapWeb.pdf.

4. **Birmingham Electrical JATC**
   5000 E. Lake Boulevard
   Birmingham, AL 35217

Directions: https://maps.app.goo.gl/4kCsrCc5XoRRG6KRA

5. **Jefferson State Community College – Jefferson Campus**
   Lurleen Wallace Hall
   2601 Carson Road, Room 322
   Birmingham, AL 35215

Directions: For a campus map, visit: https://www.jeffersonstate.edu/jefferson-campus-campus-map/.

6. **Southland Training Solutions**
   Training Center
   204 Frankfurt Circle
   Birmingham, AL 35211

Directions: For a campus map, visit: https://maps.app.goo.gl/vYfhFudA8pMDZBmx8

7. **The University of Alabama at Birmingham**
   UAB Academic Testing Center - 936 Building
   936 19th Street South
   Birmingham, AL 35205

Directions: For a campus map, visit: https://www.uab.edu/map/?936-building.

8. **Southeast Community Training Center**
   Testing Center
   195 Highway 84 W
   Daleville, AL 36322

Directions: The Southeast Community Training Center is in the same building as Alfa Insurance, across from All In Credit Union.

9. **Tennessee Valley Training Center, LLC**
   Testing Center
   100 Safety Way
   Decatur, AL 35601

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Directions: The Testing Center is located behind Goss Electric (115 Woodall Rd, Decatur AL 35601).

10. **Enterprise State Community College**
    Testing Center - Library
    600 Plaza Drive
    Enterprise, AL 36331

Directions: Turn left when you arrive on campus and then turn right into the parking lot. The library is on the right.

11. **Wallace State Community College**
    Testing Center - Bailey Building, 4th Floor
    801 Main ST NW
    Hanceville, AL 35077

Directions: For a campus map, visit: https://www.wallacestate.edu/about-wscc/campus-map.html.

12. **Calhoun Community College**
    Huntsville Campus - Academic Testing Center
    102 B Wynn Drive, Building 1, Room 122
    Huntsville, AL 35805

Directions: For a campus map, visit: https://catalog.calhoun.edu/campus-maps.

13. **University of Alabama**
    Huntsville Campus
    301 Sparkman Drive
    Wilson Hall, Room 202
    Huntsville, AL 35899

Directions: For a campus map, visit: https://www.uah.edu/map.

14. **Jacksonville State University**
    JSU Houston Cole Library
    700 Pelham Road North, Room B22
    Jacksonville, AL 36265

Directions: For a campus map, visit: https://www.jsu.edu/campusmap/.

15. **Alabama State University - Montgomery**
    Edward Glenn McGehee Hall
    1500 Robert C. Hatch Drive South
    Montgomery, AL 36104

Directions: For a campus map, visit: https://www.alasu.edu/_qa/student-affairs-resources.php.

16. **Montgomery Electrical JATC**
    Testing Center
    1469 Jean Street
    Montgomery, AL 36107

Directions: https://maps.app.goo.gl/PtrtH26gmnmtyjvz8

17. **Chattahoochee Valley Community College**
    Testing Center - Brassell Hall
    2602 College Drive, Room 205
    Phenix City, AL, 36869

Directions: For a campus map, visit: https://www.cv.edu/facilities-map/.

18. **North Alabama Electrical JATC**
    1805 E. 17th Street
    Sheffield, AL 35660

Directions: From I-65 N, take exit 351 toward Athens, Turn left at AL-2 W/US-72 W/Lee Hwy. Turn right to stay on AL-2 W/US-72 W/Lee Hwy. Continue to follow AL-2 W/US-72 W. Turn left at AL-13 S/AL-2 W/US-43 S/US-72 W/S Court St. Continue to follow AL-13 S/AL-2 W/US-43 S/US-72 W. Turn right at E 17th St.

19. **Coastal Alabama Community College - Thomasville**
    Testing and Assessment Center
    30755 Highway 43 South, Room 1826
    Thomasville, AL 36784

Directions: For a campus map, visit: https://www.coastalalabama.edu/about/locations/thomasville/.

20. **University of Alabama – Tuscaloosa**
    Testing Services - Houser Hall
    301 7th Avenue, Suite 2040
    Tuscaloosa, AL 35487

Directions: Houser Hall is located on the east side of the Ferguson Center. For a campus map, visit www.tour.ua.edu.

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Test Site Instructions

Written test site instructions are attached to this document that outline testing rules and computer testing navigation information that is very important. Please thoroughly review prior to your scheduled test date.

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Prov✓ Candidate Instructions Handout

Please take a moment to read the following information (front and back). If you have any questions then please let your proctor know. Failure to follow these testing rules can have serious consequences.
Be advised, the testing center and testing room may be under video surveillance.

Testing Rules

- Be courteous and do not disturb others.
- After you are seated, follow all the instructions given and verify the information presented to you. This information will include your name, candidate ID, exam name, and occasionally additional testing Materials such as graphics.
- If you leave the testing room during the test, you must notify your proctor and turn in all your testing materials.
- If you take a restroom break the test time will continue to countdown and the lost time cannot be recovered.
- If your computer freezes, shuts down, or will not move to the next question notify your proctor immediately and they will be able to restart your exam without loss of available testing time.
- At the end of your test, remain seated, raise your hand and wait for the proctor to start the check-out process with you. Once all testing materials have been accounted for by your proctor, you may collect your belongings and leave the testing center.
- If permitted by your jurisdiction, you will receive your testing results today; otherwise, you'll be notified of your testing results by either Prov or your jurisdiction.



Reference Rules for Open Book Exams

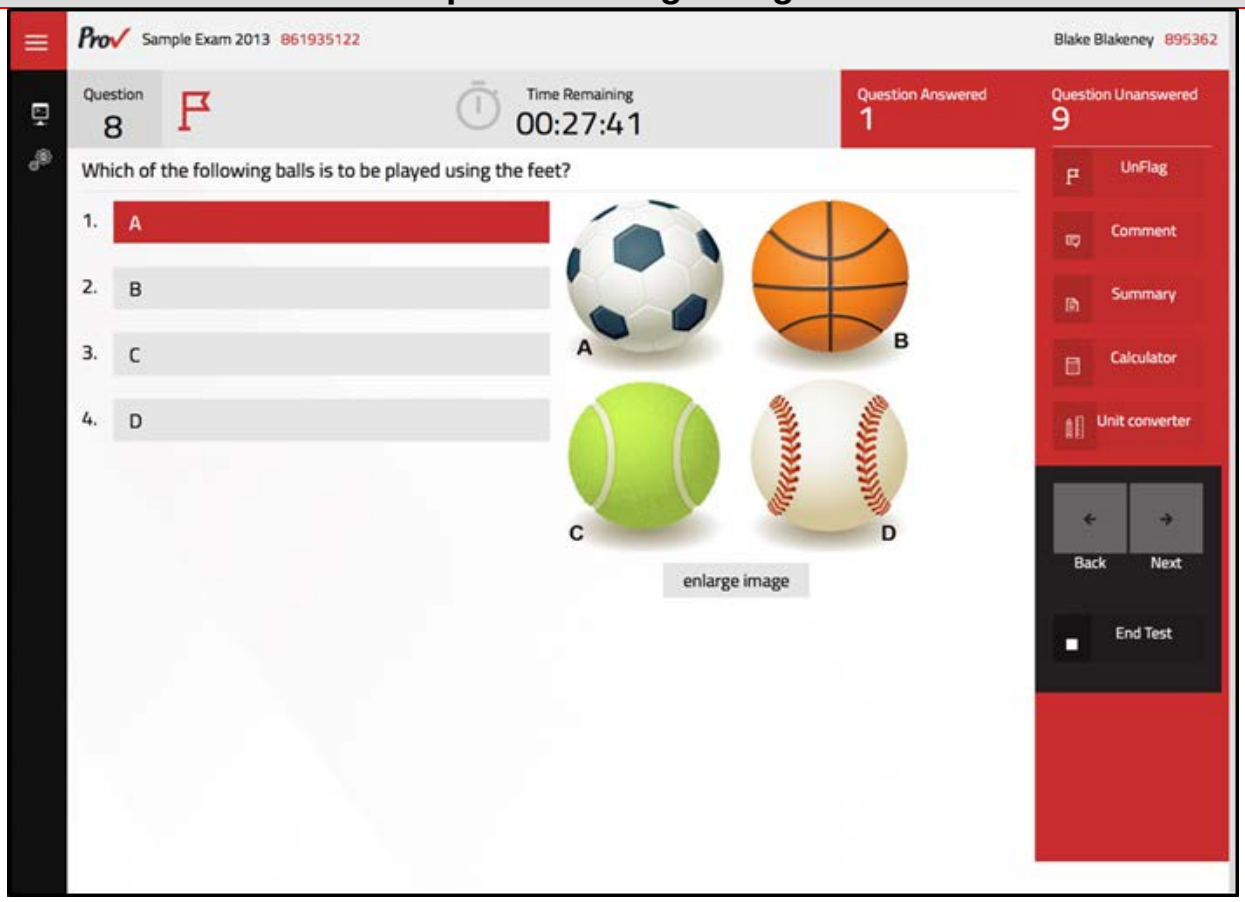
- Book title must be exact. *Exceptions:* Older/new editions are always permitted. Substitutes are allowed if listed in the Exam Details.
- Photocopied versions of a reference book are ONLY permitted when stated in the Exam Details.
- Permanent tabs such as gummed tabs, self-adhesive tabs with printable inserts, or insertable tab dividers (for three ring binders only) are permitted.
- Moveable items such as repositionable tabs or Post-it notes are NOT permitted in a reference book.
- Books can have highlighting and underlining in pen only, however you cannot mark in your books during the test.
- Handwritten notes are NOT allowed in any portion of a reference book unless authorized by your licensing or certifying jurisdiction.
- Other documents (such as formula sheets or the Tom Henry and Kelly Indexes) or stickers (such as Ohm's Law) CANNOT be added, glued or taped to a reference book.

Unethical behavior

Individuals caught giving or receiving assistance during or after the examination, or caught using unauthorized materials during the examination will be reported to the Board. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with test questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

In the next few days, Prov will email you a link to our candidate experience survey, please let us know how we did!

Computer Testing Navigation



Total number of questions	Indicated in the upper right-hand corner of the screen.
Available time	Posted in hours and minutes. The test will end automatically when **Time Remaining** reaches 0:00.
Selecting your answer	Use your mouse to select a number (**1**, **2**, **3**, or **4**). The answer is highlighted (or checked) when selected. You may change your selected answer for any question until the test is over. If you do not know the answer to a question, it is to your advantage to guess, since there is no penalty for a wrong answer.
Tracking difficult questions	Press the **Flag** Button to help you keep track of questions you wish to return to at a later time. Flagging questions has no impact in scoring. Press the button again to Unflag the question. You may see which questions have been flagged by clicking **Summary**.
Question comments	During the assessment, you may find that you have a question or concern about a particular test question. The proctor cannot answer questions about test content at any time; however, you can send a comment to Prov's Test Development Department by clicking the **Comment** button. Please leave a specific description. Staff will process your comments/questions within two weeks. You can refer to your examination handbook for more information on how comments are processed.
Moving to a different question	Use your mouse to select the **Next** or **Back** buttons. Press Next to move forward. Press Back to move backward. You may also use your arrow keys (← →) to move forward and backward through the test.
Reviewing your progress	Press the **Summary** button to see a table indicating which questions are unanswered or which you have flagged.
Ending the test early	Press **End Test** button when you are ready to leave the test. It is recommended that you review your exam and verify there are no unanswered questions prior to ending the test.